



CHIEF OF POLICE

Job description

Job Code: 300

Range: 35

DESCRIPTION: Under the direction of the City Manager, the Chief of Police is responsible for the delivery of quality Community-Based Policing in active partnership with the citizens of Cottonwood ensuring for the protection of lives and property in the City through the leadership, management and direction of all police employees and functions including Administrative and Patrol Services as well as a Regional Public Safety Communications Center. The Police Chief may perform other duties as assigned.

CLASSIFICATION: This is an exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS: This position directs the planning, delivery, and evaluation of all departmental services and activities through subordinates; formulates and prescribes methods and procedures; plans and develops the departmental budget and monitors all departmental expenditures; prepares budgetary reports for the City Manager; coordinates law enforcement activities with the City Manager, City Council and other department heads; interacts with the public. Plans and assigns work and reviews and evaluates performance of subordinate law enforcement personnel and office support staff; directs and administers the hiring and selection process; assesses workload, the administrative support system and internal reporting relationships to identify opportunities for improvement; directs the implementation of changes; serves as a member of the City's Management Team; promotes positive community relationships by attending Council Meetings, service and civic club functions and other public forums; provides advice on public safety, law enforcement and community service issues to the City and to the general public; coordinates law enforcement activities with other public safety agencies from other communities, jurisdictions, state and federal agencies. Must have the ability and motivation to continue moving the Cottonwood Police Department forward in performance.

KNOWLEDGE, SKILLS AND OTHER CAPABILITIES:

Knowledge of the principles and practices of modern police administration and police methods and the use of police records and their application to police administration.

Knowledge of departmental rules and regulations and applicable federal, state, and local laws and ordinances.

Knowledge of the standards by which the quality of police service is evaluated.

Knowledge of the City of Cottonwood's governmental organization, policies and procedures.

Knowledge of administrative, managerial and supervisory procedures, practices and principles.

Knowledge of budget preparation, monitoring and administration.

Knowledge of public safety technology.

Knowledge of available law enforcement grant funding and the skill to develop proposals for such funding.

Skill in planning, organizing and directing the work of employees performing varied operations connected with police activities and developing proper training and instructional procedures for those employees.

Skill in understanding and interpreting complex laws, rules, regulations, policies, and guidelines.

Skill in supervising, evaluating, training, mentoring and motivating employees.

Skill in written communications for administrative and technical purposes.

Skill in oral communication in one-on-one and group situations including public speaking in large groups, conflict resolution and alternate dispute resolution.

Skill in utilizing public relations techniques in responding to inquiries and complaints.

Knowledge and skills for leading a Regional Communications Center

PHYSICAL REQUIREMENTS: Work involved in this classification includes office activities such as monitoring budgets, administering programs and providing guidance and direction to staff. It also includes occasional law enforcement fieldwork requiring the full range of capabilities to perform in a law enforcement environment. Work involved in this classification includes full-time law enforcement activities coupled with traffic control, crowd control, investigations, and hazardous materials spills. Activities may also include, but are not limited to, standing and/or walking for extended periods, short sprints, long pursuit running lasting over 2 minutes, running up and down stairs, pushing heavy objects such as vehicles, jumping over and around obstacles, lifting and carrying objects sometimes up and down stairs, using hands and feet in use of force situations, performance of appropriate defensive tactics and suspect control techniques, using force in short and long term (greater than 2 minutes) efforts, bending and reaching, dragging people and objects as in extracting victims from vehicles.

MINIMUM REQUIREMENTS/QUALIFICATIONS: Education and/or experience equivalent to a Bachelor's Degree, Master's preferred, in Police Science, Administration of Justice, Organizational Management, Public Administration or closely related area and work experience equivalent to ten (10) years full time managerial and supervisory level sworn law enforcement work. FBI National Academy graduate or Northwest Command School graduate preferred. Candidate of choice must possess Arizona Peace Officer Standards Training (AZPOST) certification as a Law Enforcement Officer or obtain within 90 days of hire, possess a valid Arizona driver's license, and successfully pass the Police Officers Physical Ability Test or an equivalent fitness test prior to date of hire and annually thereafter.

RESIDENCY REQUIREMENTS: Must live in the Verde Valley within six months of hire date.

Updated by: Doug Bartosh – 6/30/2015

Reviewed / Approved by: Doug Bartosh, City Manager 6/30/2015
Iris Dobler 7/1/15

Employee's Signature _____ Date: _____